



Tennessee Department
of Human Services

Report Card For Family & Group Child Care Homes

Facility Name:

Date:

Accredited by:

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HIGHER QUALITY STANDARDS

BETTER

MINIMUM STANDARDS

PROFESSIONAL DEVELOPMENT	COMPLIANCE HISTORY	PARENT/FAMILY INVOLVEMENT	BUSINESS MANAGEMENT	PROGRAM ASSESSMENT
<div><input type="checkbox"/> Each year after the foregoing 30 hours of training are completed, the primary caregiver shall complete annually 20 hours of training in excess of the Department's annual training requirements.</div> <div><input type="checkbox"/> The primary caregiver maintains membership, and documented participation in, a family care support group, local, state, or national association.</div> <div><input type="checkbox"/> The primary caregiver has a current Child Development Associate credential; or an Associates Degree or higher and 2 years of early care and/or other education program.</div>	<div><input type="checkbox"/> During the previous licensing year, the agency was not placed on probation, or had all or any part of its license suspended, or received a major civil penalty and/or more than 3 minor civil penalties.</div>	<div><input type="checkbox"/> Provides an orientation meeting for parents/ family/children new to the agency.</div> <div><input type="checkbox"/> Provides a monthly written communication for parents of preschool and school-age children.</div> <div><input type="checkbox"/> Provides opportunities for parent/family participation in the child care program.</div> <div><input type="checkbox"/> Offers at least 1 annual parent/family meeting.</div>	<div><input type="checkbox"/> Provides a parent packet that includes:<div><div>– Personalized contracts between the child care agency and the parent;</div><div>– Agency policy;</div><div>– Agency philosophy;</div><div>– Parent resources; and</div><div>– If children with special needs are enrolled or applying for enrollment, information on resources for such children.</div></div></div> <div><input type="checkbox"/> Maintains a financial and program record-keeping system.</div> <div><input type="checkbox"/> Maintains documentation of orientation for staff substitutes.</div> <div><input type="checkbox"/> Offers parents an annual opportunity to evaluate the child care agency.</div>	<div>The Program Assessment is an on-site evaluation by a trained observer, in selected rooms or groups of children, of programming, activities, materials, and children's interactions with staff and each other. The assessor uses a scale (checklist) that indicates the level of quality in those rooms or groups.</div> <div>During the first year of the Report Card Evaluation Program– October 1, 2001 to September 30, 2002–the results of the assessment will not be recorded on the Report Card.</div>
<div><input type="checkbox"/> The primary caregiver shall have 30 hours of family child care training or documented enrollment therein through TECTA, a Tennessee Technology Center, or other training as recognized by the Department.</div> <div><input type="checkbox"/> Each year after the foregoing 30 hours of training are completed, the primary caregiver shall complete annually 15 hours of training in excess of the Department's annual training requirements.</div> <div><input type="checkbox"/> The primary caregiver shall maintain membership in a family care support group, local, state, or national association; or</div> <div><input type="checkbox"/> Complete 40 classroom hours toward the Child Development Associate credential.</div>	<div><input type="checkbox"/> During the previous licensing year, the agency was not placed on probation, or had all or any part of its license suspended, or received a major civil penalty or more than 4 minor civil penalties.</div>	<div><input type="checkbox"/> Provides an orientation meeting for parents/ family/children new to the agency.</div> <div><input type="checkbox"/> Provides a monthly written communication for parents of preschool and school-age children.</div>	<div><input type="checkbox"/> Provides a parent packet that includes:<div><div>– Personalized contracts between the child care agency and the parent;</div><div>– Agency policy;</div><div>– Agency philosophy;</div><div>– Parent resources; and</div><div>– If children with special needs are enrolled or applying for enrollment, information on resources for such children.</div></div></div> <div><input type="checkbox"/> Maintains a financial and program record-keeping system.</div>	
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<div><input type="checkbox"/> All Caregivers: 2 hours in-service training, training in detection, reporting and prevention of child abuse.</div> <div><input type="checkbox"/> Family Home: Primary Caregiver – 4 hours of in-service training.</div> <div><input type="checkbox"/> Group Home: Primary Caregiver – 8 hours of in-service training.</div>	<div><input type="checkbox"/> Agency is currently licensed.</div>	<div><input type="checkbox"/> Provides a signed copy of policy statement to parent.</div> <div><input type="checkbox"/> Maintains a written plan of how the primary caregiver intends to communicate daily with parents of every child below 31 months of age.</div>	<div><input type="checkbox"/> Maintains adequate financing of the child care operation.</div>	<div>No minimum licensing standard.</div>